



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-081
POSITION: Printing Specialist
SERIES/GRADE: PG-1654-11/12
SALARY RANGE: \$47,910 - \$74,648
ISSUE DATE: 03/24/2003
CLOSING DATE: 04/11/2003
NUMBER OF VACANCIES: One (1)
ORGANIZATION: Customer Services
Typography & Design Division
Technical Review Section
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-12
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

At the lower level, the incumbent performs developmental assignments under the guidance of a senior specialist. The incumbent reviews requests for multi-color lithographic printing and ensures conformance with Joint Committee on Printing (JCP) regulations. Consults with Federal customer agencies to offer suggestions on economy and quality improvements. Makes appropriate contributions (e.g. specifications related to layout, color, size, electronic preparations) to the preplanning stages. Suggests quality/economy improvements and provides answers to technical questions. Identifies and suggests improvements to customers' work. Reviews specifications routed through the Division and determines compatibility of ink, paper, art and process color. Reviews art for acceptable quality and determines mechanical or electronic accuracy. Assists with and/or approves intermediate or final productions, and approves or disapproves press sheets, plates, dies, negatives, and bindery stamps. Travels to commercial contractor's printing plants. Review work for quality assurance by viewing proofs, printing and bindery operations during production. Approves/disapproves proofs and/or production of press sheets and bindery work. Serves as a Contracting Officer's Technical Representative (COTR).

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience equivalent to the next lower level. Specialized experience is experience which is directly related to this position and has equipped the candidate with the knowledge, skills, and abilities to successfully perform the duties as described above.

NOTE: Travel is required on an average of three trips per month. Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: (Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)

1. Knowledge of printing bindery equipment capabilities and computer-related processes.
2. Knowledge of, and ability to use software applications, for both Macintosh and Windows operating systems, including Adobe Photoshop, Pagemaker, Illustrator, InDesign, Acrobat, Quark Xpress, Macromedia Freehand, Corel Draw, in order to preflight and evaluate digital files.
3. Knowledge of standard Federal government printing specifications and contract terms/conditions.

4. Knowledge of JCP Printing, Binding Guidelines, and the Code of Federal Regulations.
5. Ability to effectively communicate both orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include your social security number (SSN) on your application. Failure to do so will result in your application not being processed.
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 1
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol St, NW
Washington, DC 20401
FAX (202)512-1292

FOR ADDITIONAL INFORMATION CALL:

(202)512-1590
TDD (202)512-1519

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****